

**USAID VACANCY ANNOUNCEMENT # VN11-007**

TO: All Mission Employees

FROM: Isaac Abraham, Acting Executive Officer

SUBJECT: Vacancy Announcement - Realty Assistant

DATE: June 10, 2011

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Realty Assistant

Pos. No. and Grade: FSN 7, C-205

Division/Office: Executive Office

**BASIC FUNCTION OF POSITION**

The Embassy's General Services Office (GSO)/Leasing Office manages over 230 residential leased properties and six million dollars of housing inventory. As part of the Leasing Team, the incumbent assists the office in administering all aspects of the Embassy Housing Program, specifically s/he is responsible for identifying and recommending adequate properties to add to the housing inventory and, as the liaison between the Embassy and external parties (e.g., landlords, contractors and real estate agents), initiating on lease negotiations and coordinating upgrade or maintenance work on Embassy leased property. In addition, the incumbent will be required to draft and prepare all related official documentation as part of the leasing process such as letters of intent, lease contracts and waivers, correspondences to landlords, and work orders and services. The incumbent will also be providing administrative support assistance to the GSO/Customs & Shipping unit to facilitate personnel effects shipments, handle liberations and free entry permits, and act as airport expeditor for USDH personnel.

**MAJOR DUTIES AND RESPONSIBILITIES**

Support USAID/DLI personnel in the following areas:

**A. Make-Ready and Maintenance of Properties**

**30%**

1. As the principal liaison with the landlords, informs them of their respective housing problem(s) in writing and negotiates solutions. As part of the make-ready and maintenance process, manages the work order process of make-ready or maintenance/repair work that have been designated as landlord's responsibilities to ensure the timely and efficient scheduling and completion of the work by the landlord's contractor within the agreed-upon timeframe. As needed, coordinates with

Leasing Supervisor to prepare and deduct-from-rent requests for FMO, when landlords request for Facilities Maintenance Office (FAC) services. Likewise, logs in, schedules and coordinates with FAC, Regional Security Office (RSO) and Warehouse personnel on the completion of work orders such as (re)inspections, delivery of furniture, alarm installation, smoke detectors and extinguisher installation. Contacts and coordinates with cleaning and pest control companies to perform contracted work prior to the occupation of the residence.

2. Other responsibilities related to make-ready and maintenance of properties include conducting tenants pre-walk-out and departure residential inspections of newly occupied short-term leased properties, coordinating with utility company and building administrators when new lease are acquired and upon termination of an existing lease and managing the master keys of residences under their assigned residential properties portfolio.

**B. Assistant Lease Administrator**

**20%**

1. Assists the Leasing Supervisor with any administrative work related to the management of the lease agreements which includes written and verbal formal and informal communications with landlords and other Embassy sections or Agencies (GSO, FAC, etc.) on a variety of issues that may arise during the life of the lease. Formal written correspondences to be drafted in English and Spanish include formal notices, terminations, renewals, and the exercising of clauses under the contract. With the Leasing Supervisor, sets the parameters for negotiations and utilizes a variety of negotiating strategies to ensure the lowest leasing costs to the Mission, adherence to USG housing policies and the efficient completion of rental agreement or works. At times, s/he will be required to motivate landlords to comply with Embassy housing requirements and the meeting of deadlines. S/he is ultimately responsible for communicating leasing terms, USG requirements (e.g., housing, safety, security, etc.) and any upgrades to the landlord.
2. As needed, arranges, follows through and reviews the results of the required inspections from FAC, the Post Occupation Safety Health Officer (POSHO) and RSO with the landlord or realtor. Ensures the inspection reports are published.

**C. Identification of Real State**

**15%**

1. In the search for new properties to add to the Embassy housing pool, regularly scours different media to identify information on available property, visits different neighborhoods in the city, and makes inquiries to the landlords or realtor on property availability and characteristics. If deemed as a possibility, schedules an appointment to see the property, obtains photos and floor plans of the place, takes measurements and calculate net and gross square meters, and ultimately makes recommendation to the Leasing Supervisor and/or Housing Officer on whether the property should be added to the housing pool.
2. In the absence of the Leasing Supervisor, assists in the showing of the properties to members of the Inter-Agency Housing Board and senior

officers in the Management Section.

3. Manages the relationship between realtors or landlords and the Mission including cultivating a rapport with new realtors and maintaining it with existing realtors

**D. Information Management and Audit**

**10%**

1. Updates and audits regularly the data utilized by the Leasing section (excluding RPA) and ensures the integrity of the data. In coordination with the Leasing Supervisor, corrects immediately any discrepancies or inconsistencies in the data. Assists with the annual ICASS Workload Counts in May and provides information on the number of agencies receiving ICASS services. Updates the RPA system with information such as the renewal of leases under his or her assigned residential properties portfolio.

**E. Shipping and Customs**

**20%**

1. Acts as point person for all incoming/outgoing shipments to post for USAID incoming DLIs and other FSOs. Closely monitors incoming personal effects shipments and pets, always keeps the USAID personnel informed on shipment status and follows up directly with AID/W, AID Loring Mission personnel, and the US Dispatch Agents to check on the status of the shipment. Maintains a close working relationship with all parties involved in the personal effects transfer process including the Ministry of Foreign Affairs (MFA). Works with moving companies assigned to ensure delivery occurs. Updates Customs & Shipment software on a daily basis. Translates into Spanish packing lists necessary for the clearance of incoming personal and official shipments. Drafts a variety of correspondences, free entries and free exit permits, and liberations of personal effects, including preparing special Diplomatic Notes for the Ministry of Foreign Affairs. As needed, requests from transportation companies (e.g., shipping lines, freight forwarders, and consolidators) shipping documents and amendments of airway bills or ocean bills of lading.
2. As needed, serves as an airport expeditor for USAID personnel in their arrival and departure.

**F. Special Projects and Other Duties**

**5%**

1. As needed, undertakes special projects or other administrative duties as assigned by Supervisor or designee.

**DESIRED QUALIFICATIONS:**

Education : A minimum of 2 years - College or University education in related fields such as business administration, Interior Design, or in an Architect field area is required.

Prior Work Experience : Minimum of 12 months continuous in real estate management, or three years in a closely related field of real property acquisition; or at least one year with a U.S. Government is advantageous but is not essential.

Language Proficiency : Level IV (fluent) in English reading and writing, and equivalent in Spanish is required.

Knowledge : 15 FAM, Post Housing Handbook. Familiarity of Metropolitan Lima neighborhoods. Working knowledge of Real Estate policies and procedures and general maintenance operations.

Abilities and Skills : Ability to negotiate leases, lease renewals and lease terminations. Be familiar with the Electronic Waiver Request. Able to communicate effectively to garner best considerations the USG and to provide customer-friendly service to GSO/Housing clients; Must be able to exercise a high degree of independence, judgment and initiative while communicating with staff, landlords and customers. Ability to establish priorities and identify the most important problems for resolution. Must have a thorough understanding of property inspections. Driver's license is required and must be able to drive, with familiarity of Metropolitan Lima neighborhoods. Must have strong administrative, organizational and computer skills

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

**To apply for this position, interested candidates should submit the following or the application will not be considered:**

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

**All completed applications must be returned to USAID/Peru Human Resources Office c/o AID/HR/RA or via fax to 618-1350 by 4:00 p.m. Friday, June 24, 2011. Applications received after the closing date will not be accepted.**

Prepared by:EXO/HR